

HOME IMPROVEMENT CONTRACTOR APPLICATION INSTRUCTIONS

Checks or money orders should be made payable to: **"Treasurer, State of Connecticut"**

Registration Fees: (\$60.00 Registration Fee/\$100.00 Guaranty Fund Fee Prorated Quarterly)

If your application is <u>received</u> by this Department between:	Your payment is:			
	REGISTRTION FEE	GUARANTY FUND FEE	TOTAL FEE	EXPIRATION
December 1, 2005 – February 28, 2006	\$60.00	+ \$100.00	= \$160.00	11/30/2006
March 1, 2006 – May 31, 2006	\$45.00	+ \$75.00	= \$120.00	11/30/2006
June 1, 2006 – August 31, 2006	\$30.00	+ \$50.00	= \$80.00	11/30/2006
September 1, 2006 – November 30, 2006	\$75.00	+ \$125.00	= \$200.00	11/30/2007

All applicants applying for a home improvement registration must complete the appropriate sections as indicated below:

If you are applying as an **INDIVIDUAL**, complete:

SEC I. Individual Information.

If applicable, print your trade (business) name.

* If your business and residence address are different, complete your business address and add your personal residence address to Section III.

SEC II. Organizational Structure.

Check "Sole Proprietorship"

SEC IV. Relevant Information.

Answer all questions listed.

SEC V. Notarized Signature.

If you are applying as a **PARTNERSHIP**, complete:

SEC I. Business Information.

Print your business information.

SEC II. Organizational Structure.

Check "*Partnership*"

SEC III. Personal Information

Complete the personal information and residence address for each partner.

SEC IV. Relevant Information.

Answer all questions listed.

SEC V. Notarized Signature.

Each partner must have his/her signature notarized.

If you are applying as a **CORPORATION** or **LIMITED LIABILITY COMPANY** or **LIMITED LIABILITY PARTNERSHIP**, complete:

SEC I. Business Information.

Print your business information.

SEC II. Organizational Structure.

Check "*Corporation*" and submit a copy of your Articles of Organization or

Check "*Limited Liability Company*" and submit a copy of your Articles of Organization (Foreign Corporations, LLC's and LLP's shall provide an acceptance letter from the

Connecticut Secretary of State's office stating their Articles of Organization)

Check "*Limited Liability Partnership*"

SEC III. Personal Information

Complete the personal information and residence address for the contractor of record and

ALL Corporate officers, LLC or LLP members;

SEC IV. Relevant Information.

Answer all questions listed.

SEC V. Notarized Signature.

At least one (1) Corporate Officer, LLC or LLP Member must have his/her signature notarized.

To obtain additional information, please contact the following agencies:

Department of Consumer Protection:
165 Capitol Avenue
Hartford, CT 06106

Home Improvement Unit (860) 713-6110
Email: trade.practices@po.state.ct.us
Web Site: www.ct.gov/dcp

Certificate of Authority for Out of State Corporations: Secretary of State for Connecticut, 30 Trinity Street, Hartford, CT 06106
And Articles of Organization Information (860) 509-6200 or www.sots.state.ct.us

QUESTIONS AND ANSWERS ABOUT CONNECTICUT'S HOME IMPROVEMENT LAW

Q: Who is required to register with the Department of Consumer Protection under the Connecticut Home Improvement Act?

A: Home improvement contractors and salespersons contracting to work on residential property; anyone signing a contract with a homeowner must register.

Q: What is a "Home Improvement Contractor"?

A: Anyone who performs or offers to perform any home improvement, unless the home improvements total \$1,000 or less in a 12 month period or any single contract is worth less than \$200.00

Q: What is the definition of "Home Improvement"?

A: Home improvement is any permanent change to residential property, including but not limited to driveways, swimming pools, porches, garages, roofs, siding, insulation, solar energy systems, flooring, patios, landscaping, painting, radon mitigation, residential underground oil tank removals, fences, doors, windows and waterproofing, unless the work contracted for is worth less than \$200.00

Q: What work is not home improvement?

A: The following work is exempt:

- (1) new home construction; (a separate registration is required for new home construction)
- (2) work on commercial or business property,
- (3) work related to easily removable appliances, and
- (4) work performed without pay by the owner on his own private residential property.

Q: What are four basic requirements of registered contractors?

A: The following:

- (1) certificates of registration which are not transferable to other persons,
- (2) contractors must show their registration certificate to customers or potential customers who request it,
- (3) registration numbers must be included in any advertising, including contracts, business cards, vehicles, etc., and
- (4) the contractor shall provide and deliver to the owner a free, completed copy of the contract at execution.

Q: What provisions must be part of a home improvement contract?

A: All of the following provisions are required for a valid legal contract:

- (1) in writing,
- (2) signed by the owner and the contractor,
- (3) contains the entire agreement between the owner and the contractor,
- (4) contains the date of the transaction,
- (5) contains the name and address of the contractor,
- (6) contains a notice of the owner's three day right of cancellation,
- (7) contains a starting date and completion date, and
- (8) the contractor signing the contract is properly registered.

Notes:

(1) These question and answers are provided as a brief overview of the CT Home Improvement Act and Home Solicitation Sales Act in plain language. The specific legal provisions of the law can be found in Chapters 400 and 740 of the CT General Statutes.

(2) If you would like a copy of a booklet entitled, "The Connecticut Home Improvement Contractor," please call the Department of Consumer Protection at 860-713-6110 or 1-800-842-2649 or download from our web site at www.ct.gov/dcp



STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
License Services Division
165 Capitol Avenue
Hartford, CT 06106
 Web Site: www.ct.gov/dcp

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APPLICATION FOR HOME IMPROVEMENT CONTRACTOR

Sec. I Applicant Information. Please type or print

Name of Individual, Partnership, Corporation, LLC or LLP			
Trade (Business) Name			
Street Address			PO Box
City		State	Zip Code
Business Phone (with area code)	Home Phone (with area code)	Have you filed a Trade Name Certificate at the Town Clerk's Office where your business is located? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Necessary	
Social Security #	Date of Birth	Driver's License #	State

If you are using an answering service or mail drop identify the name and address of this service:

Name	Address (Street, City, State, Zip Code)
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*For Sole Proprietors: If your business address is different from your residence address, list your business address above and print your residence address in Sec. III.

Sec. II Organizational Structure:

- | | |
|---|---|
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Corporation | |

Sec. III Personal Information List Persons Associated with Ownership (Contractor of Record/Corp. Officers/Partners/LLC /LLP Members) Attach additional sheets as necessary.

Name of Contractor of Record (For Corporations)			Signature
Residence Street Address			PO Box
City	State	Zip Code	
Home Phone (with area code)	Social Security #	Date of Birth	
Driver's License #	State		

Name			Title
Residence Street Address			PO Box
City	State	Zip Code	
Home Phone (with area code)	Social Security #	Date of Birth	
Driver's License #	State		

Name			Title
Residence Street Address			PO Box
City	State	Zip Code	
Home Phone (with area code)	Social Security #	Date of Birth	
Driver's License #	State		

Sec. IV Relevant Information

1. Do you perform radon mitigation? ☐ Yes ☐ no If yes you must submit documentation that you have completed the required training. Do you remove residential underground oil tanks? ☐ Yes ☐ No If yes, and you do not hold a Occupational Trade license to do this work, submit the required documentation. **You may not perform this type of work without the required training and documentation being submitted to this department.**
2. Have any court judgments or administrative orders been issued against you or any person, company or entity that is affiliated with you, as a result of your home improvement activities in any state? ☐ Yes ☐ No
If yes, what state? _____ Provide, on a separate sheet, a written, notarized statement of the facts including the disposition and attach it to this application.
3. Has the applicant, or any of the partners, corporate officers or members ever been convicted of a felony crime? ☐ Yes ☐ No
If yes, provide, on a separate sheet, date(s) and nature of conviction(s), where the cases were decided and a detailed description of the circumstances relating to each conviction(s).
4. Have you previously held a CT Home Improvement Contractor's Registration? ☐ Yes ☐ No
If yes, when? _____ Registration Number _____
5. Do you possess any trade licenses (plumbing, electrical, etc.)? ☐ Yes ☐ No If yes, License Number _____

Certification

Connecticut General Statutes, Sec. 53a-157 provides "A person is guilty of false statement when he intentionally makes a false written statement under oath or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable, which he does not believe to be true and which statement is intended to mislead a public servant in the performance of his official function."

Sec. V Notarized Statement

I CERTIFY, UNDER PENALTY OF LAW (SEC. 53a-157, CLASS A MISDEMEANOR), THAT THE ABOVE PROVIDED INFORMATION IN THIS APPLICATION IS THE TRUTH TO THE BEST OF MY KNOWLEDGE.

_____ Signature of Applicant	_____ Date	_____ Signature of 2nd Applicant	_____ Date
Subscribed and sworn before me this _____ day of _____ 20_____			
_____ Signed:(Commissioner of Superior Court/Notary Public/Justice of the Peace)		_____ My Commission Expires	_____ Seal

PLEASE NOTE:

1. Return completed application and payment to:
Department of Consumer Protection, License Services Division, 165 Capitol Avenue, Hartford, CT 06106
2. Application must be accompanied by check or money order made payable to, "***Treasurer, State of Connecticut.***"
3. Your application must be signed in front of a **Notary Public, an Attorney, or Justice of the Peace.**
4. Please allow approximately three weeks for processing, issuing, printing, and mailing of your registration card if your application is complete when received. Incomplete applications will be returned. During this period, you are **NOT REGISTERED.**
5. You must notify the Department in writing of any **change of address or change of business name.** **If you change the entity type (example: sole proprietorship to LLC) of your business you must submit a new application.**
6. You must include your **registration number in any advertisement** you place.
7. Registration certificates are **non-transferable.**
8. Please be certain **all contracts used contain the necessary provisions** required by the Home Improvement Act.
9. Each corporation is required to designate and record on this application (Sec. III) a **Contractor of Record** for their corporation. The Contractor of Record is an individual designated by the corporation to direct and supervise the performance of home improvements by the corporation of the state. **Submit a copy of your Articles of Organization.**

➤ **UNTIL YOU RECEIVE YOUR REGISTRATION, YOU MAY NOT ACT AS A HOME IMPROVEMENT CONTRACTOR**